

Please use the following 5 step litmus test for determining when a UoF should be submitted:

- 1) Does the event take place during the regular school day?
(If yes go to question 2, if no submit UoF.)
- 2) Does the event require any set up? I.e. projector, screen, tables, chairs, etc.
(If no go to question 3, if yes submit a UoF.)
- 3) Is *any* outside person, equipment or vehicle involved in the event?
(If no go to question 4, if yes submit a UoF.)
- 4) Is *any* staff member, outside of your regular Custodian(s), needed to assist before, during, or after your event in any way? I.e. grass cut, parking lots clear of debris, front of school neatened up, etc.
(If no go to number 5, if yes submit a UoF.)
- 5) UoF is *not* needed.

Should you work your way through this list to number 5, you DO NOT need to submit a request; otherwise you do for proper information gathering/scheduling.

Here are a few examples of when a UoF request is necessary:

- 1) Assemblies; when an outside speaker or company (DJ) comes in we need insurance information.
- 2) Gym Class; when circuit training stations have been put into place to be used for a week (kept up overnight), we need to know so that break-down/set-up can be performed by custodial staff should an outside request for UoF be submitted for that space.
- 3) Fun Day, parades and class parties outside, egg hunts; when an outside vendor or company (bouncy house, commercial grill, etc.) is brought in, we need insurance information. Here, we would also need to know about the event so that Grounds can be scheduled for timely grass cutting, which of course is affected by weather.
- 4) Book Fair; when an outside vendor (book mobile) comes on site with a vehicle or to deliver books, we need to gather insurance information. And the list goes on depending on the school and its events...